

SWBT CLEC User Forum

Conference Call

Thursday, January 27, 2000 ~ 10:00 AM – 12:00 PM CST
Conference Bridge: 1-800-406-7410 Passcode: 767487#

Participants List

Attachment 1

Attendee	Company Name	Email Address
Maggie	Adolphia Business Systems	
Bohn, Darin	Adolphia Business Systems	
Brown, Justin	SBC Communications	
Buerrosse, Bob	Allegiance Telecom	bob.buerrosse@algx.com
Chambers, Julie	AT&T	jschambers@att.com
Chanay, Pam	Sprint	pam.chanay@mail.sprint.com
Clement, John		
DeWitt, Steve	SBC Communications	sd6023@momail.sbc.com
Dietrich, Carolyn	SBC Communications	cd4961@txmail.sbc.com
Dixon, Alisha	Alltel	
Evans, Sandy	Sprint	
Guard, Bob		
Hamed, Brian	McLeod USA	bhamed@mcleodusa.com
Hardy, Eva	SBC Communications	exhardy@pacbell.com
Head, Alisa	Great West Services	heada@greatwestmgmt.com
Kelly, Brian	IP Communications	
Kendall, Roseann	MCI Worldcom	roseann.kendall@wcom.com
Kettler, Patti	Birch Telecom	pkettler@birchtel.com
King, Kathy	SBC Communications	mkking@pacbell.com
Lasch, Dick	GTE	richard.lasch@cc.gte.com
Lopez, Ann	Rhythms	alopez@rhythms.net
Matlock, Dinah	AT&T	
McFarland, J.D.	SBC Communications	jm9091@momail.sbc.com
McMillon, Terri	MCI Worldcom	terri.mcmillon@wcom.com
Orr, Gerrie	SBC Communications	gg5135@momail.sbc.com
Perkins, Peggy	Nextlink	

SWBT CLEC User Forum

Conference Call

Thursday, January 27, 2000 ~ 10:00 AM – 12:00 PM CST
Conference Bridge: 1-800-406-7410 Passcode: 767487#

Participants List

Attachment 1

Attendee	Company Name	Email Address
Rogow, Todd	MCI Worldcom	
Solis, Cindy	Rhythms	csolis@rhythms.net
Thomas, Betty	Excel Communications	BThomas@excel.com
Willard, Walt	AT&T	wwillard@att.com
Williams, Marilyn	SBC Communications	

CLEC User Forum

Date: Thursday, January 27, 2000 **Time:** 10:00 PM. – 12:00 PM Central Standard Time
Conference Bridge: 1-800-406-7410, **Passcode:** 767487#

Agenda

TOPIC
<ul style="list-style-type: none">♦ Welcome and Introductions♦ User ID Update♦ Related Service Order Processing Update♦ CLEC User Forum Guidelines Document♦ Future Meeting Logistics♦ Summary and Wrap-up

CLEC "GENERIC USER ID" TRIAL GUIDELINES & RESPONSIBILITIES

1. It is the responsibility of each CLEC, and their respective Account Manager, to ensure that the CLEC User Profile information on file is up-to date and accurate. Only the applications listed on the CLEC User Profile will be eligible for access by the new "Generic" User ID(s).
2. A new SBC CLEC User ID Access form, in MS/EXCEL format, has been created for making the request for the new "Generic" User ID(s). This in an electronic form that will be e-mailed to the IS Call Center and will contain the following sections to be completed by the CLEC:

Company Data Section:

Company Name
Point of Contact
Address, City, State, Zip
Phone Number

CLEC Security Administrators (CSAs) Section:

Name
Address
City, State, Zip
Phone
Pager
E-Mail Address

The CLEC CSAs responsibilities will include:

- Administering the User ID(s) within their company and specific business units.
- Responsible for keeping the Generic User ID(s) active. This can be done by rotating the User Ids and/or accessing any unassigned User ID(s) at least once every 30 days.
- Will be the single point of contact to the IS Call Center for Application password resets.
- Will be responsible for identifying themselves to the ISCC through the use of a 9-digit number assigned to their "Generic" ID(s). The 9-digit number is assigned by the ISCC upon creation of the Generic ID(s) and is verified by SBC CIS for uniqueness.
- Responsible for Notifying the IS Call Center on CSA contact information changes by updating their Request Form.

CLEC User ID Access Section:

Denote SWBT of PacBell/Nevada Bell Access.
Choose Regional Access.
Input OCN/UNE/ACNA/CCNA Information
Request 1 to 4 Blocks of Generic User ID(s) for application access.
Specify number of User ID(s) requested for each block associated with specific CLEC business units.

The SBC ISCC will receive the CLEC User ID Request Form and begin processing the request. A new User ID prefix will be assigned to each CLEC for their new Generic User ID(s). CIS will create the "Block of Generic User ID(s)" in increments of 250 ID's for each of the 4 blocks of Generic ID(s) requested. The initial setup of the Generic User ID(s) still requires the same setup time as the current individual CLEC Ids assigned. The benefits to the CLEC for the new Generic User ID(s) include:

- Will have extra User ID(s) at their disposal for training and business needs for each business unit.
- Will have control over the administration of their User ID(s)
- Will no longer have to submit a User Request form for every new employee or change in personnel.

If a consensus is reached by all CLECs on the principles of the new User ID process then the trial will begin shortly thereafter and will run for at least two months. The success of the trial will be gauged on the feedback from all parties who make up the User ID Trial Team. Upon a successful trial an Accessible Letter will be sent to all CLECs with the final Methods & Procedures for converting to the new process. The conversion for each CLEC will be scheduled and completed on an incremental timeline manner. Upon each successful CLEC conversion the old individual assigned User Ids for that CLEC will be removed from our systems.

Instructions for Completing the CLEC User ID Request Form

Complete all information on the "CLEC Contacts" and the "ID Request" tabs then email the form to the ISCall Center atcall@sbc.com with a copy going to your SBC Account Manager.

CLEC Contacts Tab

Complete the "Company Name" field (If this is a merger company, enter the specific company you are requesting IDs for)

Complete the "CLEC Central Point of Contact" section (This is the person SBC would contact with any questions concerning this request)

Complete the "CLEC Security Administrators" section (These are the CLEC contacts who are authorized to request password changes, additional IDs or changes to profiles)

ID Request Tab

Complete the "Company Information Section"

Check the SBC Company you are requesting IDs for using an "x"

Check the regions within each company you are certified to do business in

Enter your Resale and FB/UNE OCN/MCNs for each region you are certified to do business in

Complete the "Blocks Requested" section

Indicate with an "x" for each SBC Company whether this is your initial request for IDs or if you are requesting additional IDs

Indicate how many IDs you are requesting

Indicate with an "x" which profile you are requesting IDs for

Complete the "User ID Profiles" section

Define up to 4 User ID Profiles for each SBC Company

When Completed the form will be returned to you via email with the "IDs Issued" tab completed, indicating the IDs assigned per Company Profile

Company Name	
--------------	--

Date Received	
Date Returned	
Tracking No.	
Administrative Use Only	

CLEC Central Point of Contact							
-------------------------------	--	--	--	--	--	--	--

Add	Change	Delete	Name	Address	City	State	Zip Code	Phone Number	Email

CLEC Security Administrators							
------------------------------	--	--	--	--	--	--	--

Add	Change	Delete	Name	Address	City	State	Zip Code	Phone Number	Email

Company Information			
S/W/B T		Company Access	
P/B/N B		Regional Access	
		Resale	
		OCN/MCN	
		FB/UNE	
		ONC/MCN	

Blocks Requested		Profile	
Initial Request	X	X	Profile 1
Additional IDs	X		Profile 2
Number of IDs	X		Profile 3
		X	Profile 4

User ID Profiles	
SWBAT	
Profile 1	Add
Profile 2	Change
Profile 3	Delete
Profile 4	Residential EASE
	Business EASE
	LVAS
	DSL Planning Inq.
	BDS Telis
	Prov. Order Status
	LEX Resale
	LEX UNE
	LEX Administrator
	Bill Information
	Order Status
	Order Status Restricted
	Trouble Administration
	SORD

[illegible]

This Page for Administrative Use Only

IDs Issued				
	Profile 1	Profile 2	Profile 3	Profile 4
SWBT				
PacBell/NB				

Authentication Code	
---------------------	--

DRAFT - CLEC User Forum GUIDELINES

I. PURPOSE/FOCUS

The CLEC User Forum will provide a means for the CLECs and/or SWBT to identify, submit, discuss and resolve issues, which impact SWBT and CLECs in daily business practices. The issues will include, but not be limited to the following:

- Network Operations
- Business Processes
- Ordering and Provisioning
- Maintenance and Repair
- Billing
- Other

The issues addressed by this forum are those which impact the daily business practices of multiple CLECs. It is not the intent of this forum to address issues, which solely impact a single CLEC. The CLEC User Forum should not be used to circumvent the Account Management process and other problem resolution processes available through SWBT. The User Group Forum is not intended to serve as a Regulatory Forum. The intentions of all participants and the Forum as a whole is to work cooperatively through a defined problem resolution process.

II. STRUCTURE

The Forum will consist of a two-tier organization:

A. EXECUTIVE STEERING COMMITTEE

The Executive Steering Committee will consist of one representative from each CLEC and one from SWBT. It is the responsibility of each CLEC and SWBT to provide the appropriate representation on this committee. The representatives who serve on the Executive Steering Committee must have the knowledge and authority to discuss and make decisions about a broad range of issues that may impact any functional area of the business.

This Committee will be responsible for the receipt and prioritization of issues for discussion and resolution within the CLEC User Forum. This committee will provide oversight and monitor progress to insure that issues are being worked to resolution. The Executive Steering Committee will also coordinate and address escalated issues, i.e. those issues which the User Group Forum has been unable to resolve in the cooperative process.

The Executive Steering Committee will be facilitated by a CLEC Chair and Co-chairperson. These individuals will be elected by a unanimous secret ballot of the Executive Steering Committee and will serve for a six month period. The CLEC

chairperson will be responsible for facilitating all meetings and any necessary follow-up after meetings/conference calls of the Committee. The Chairperson will be responsible for insuring that the purpose and agreed upon processes of the CLEC User Forum (as described herein) are adhered to.

To distribute the work-load, the Co-chair will share or assist with the responsibilities with the Chair, e.g. periodically facilitate meetings, and will become the Chairperson at the end of the six-month interval.

SWBT will assign one additional representative to the Executive Steering Committee to assist the Chair/Co-Chair with administrative functions. This representative will facilitate meeting logistics and accommodations as well as communications with the CLEC participants and the CLEC community.

The Executive Steering Committee will participate on conference calls occurring twice a month on a regularly scheduled basis, e.g. every other Monday. Once per quarter, the Executive committee will meet in person to discuss additional process issues not normally covered during the conference calls. This would be scheduled in conjunction with the CLEC User Forum scheduled during the second month of the quarter.

B. CLEC USER FORUM

The CLEC User Forum will consist of an assigned CLEC representative(s) as well as CLEC and SWBT subject matter experts from various areas, as may be required based on the issues being worked by the forum. It is the responsibility of each CLEC to have at least one representative present for CLEC User Forum activities on a regularly scheduled basis. The person or persons attending the Forum must be able to represent operational issues within the defined scope of the group. This person or persons must be committed to the purpose of the CLEC User Forum.

The function of the CLEC User Forum is to discuss and resolve issues that have been designated by the Executive Steering Committee as appropriate for this forum. Through discussion of the issue, the Forum will determine how an issue will be worked to resolution, and may elect to assign the issue to a smaller designated group or task force to be worked, i.e. researched further, determination of an acceptable solution, etc. This group will track progress, document results and report status to the Executive Steering Committee, as described in greater detail under Section D.2 Issue Tracking and Status Reporting.

The CLEC User Forum will meet in person monthly on a regularly scheduled basis. The date and time of the meeting will be scheduled at the previous month's CLEC User Forum. Some issues may require status calls with a subgroup of the Forum in between the monthly meetings.

III. PROCESS AND ADMINISTRATIVE PRACTICES

A. SUBMISSION OF CLEC ISSUES

A CLEC may submit an issue to the Executive Steering Committee using a simple form. These forms consist of the CLEC name, CLEC representative who will be sponsoring this issue, SBC Account Manager's Name, the title of the issue, a definition of the issue and extent of the business impact, as well as an explanation of how it affects the general CLEC community. Examples or data, which will help facilitate the Committee's understanding of the issue, should also be included if possible.

Administratively, the form should be submitted to the SWBT facilitator assigned to the Executive Steering Committee, who will enter the issue on the submission log and electronically distribute the form and information to the Executive Steering Committee.¹

B. STEERING COMMITTEE ISSUE REVIEW PROCESS & GUIDELINES

It will be the responsibility of the sponsoring CLEC to ensure that a submitted issue will benefit the CLEC community as a whole and is not an issue that pertains solely to that CLEC. However, if an issue effects only one CLEC at the time the issue is submitted, but the sponsoring CLEC feels that it may effect others in the long term, then that issue should be submitted for Executive Steering Committee review. It will be the responsibility of the submitting CLEC to champion the issue throughout the process, i.e. present to the Executive Steering Committee and if necessary the CLEC User Forum.

CLEC issues may be presented and discussed during any bi-monthly Executive Steering Committee Meetings. After the issue(s) have been presented, the Committee will review to ensure compliance in accordance with the following guidelines:

- Does it comply with the Forum's stated purpose and focus
- Applicability to multiple CLECs
- Extent of impact on business practices (if prioritization is required due to volume of issues being addressed by the Forum)

The Steering Committee will by majority vote accept any issue that meets these criteria. If accepted, the issue will be placed on the agenda for the next regularly scheduled CLEC User Group Forum.

In the event that this Committee rejects any issues that are brought to the Forum by a CLEC, an explanation of why those issues were rejected will be posted to the submission log for review and comment by any CLEC Forum Representative.

C. WORKING AND RESOLVING ISSUES WITHIN THE CLEC USER GROUP FORUM

In most cases, the sponsoring CLEC will be responsible for presenting the issue at the next regularly scheduled meeting of CLEC User Group Forum. The Executive Steering Committee Chair/Co-Chair is responsible for insuring that

¹ SWBT is researching the feasibility of making interactive Web Site Access available for CLEC User Group Forum's use. This would enable for example CLEC's to post new issues directly and help minimize administrative requirements.

information regarding the issue is distributed to the designated CLEC User Forum representatives prior to the meeting so that each CLEC can determine what subject matter experts may be required to attend the next meeting. The CLEC User Forum will then review and discuss the issue and determine the appropriate process and/or action items required to establish a solution for the issue.

Resolution can only be reached if all those at the CLEC User Forum unanimously feel that the issue has been properly addressed and the resolution discussed will adequately fulfill the needs of the CLEC that has sponsored the issue. Resolution will be determined through a voting process. At the time that resolution is reached, it will be the responsibility of the CLEC User Forum, specifically the sponsoring CLEC representative unless otherwise designated, to formally communicate the resolution back to the Executive Steering Committee to insure proper communication to the entire CLEC community.

If, during the resolution process, an impasse is reached by the CLEC User Forum, the issue can be "escalated" back to the Executive Steering Committee. If the reason for the impasse deals with a difference of opinion between SWBT representatives and CLEC representatives, the Steering Committee will facilitate the escalation of the impasse back to SWBT. SWBT will accept this escalation at the Executive Director Level within the relevant SWBT organization(s).

The sponsoring CLEC will be responsible for tracking and communicating the status of the issue in the open issue log in accordance with the guidelines set forth in Section III.D Tracking and Communication of Issue Status. At a minimum, every open issue being worked should have a current status available for Steering Committee and CLEC User Group Forum review at every regularly scheduled meeting.

D. ISSUE TRACKING AND STATUS REPORTING

1. Issues Log

In addition to the submitted issues log, an open and closed issue log will be created and used by the CLEC User Forum for tracking purposes. Detailed meeting notes will not be taken or published. The open issues log will consist of the following items:

- ◆ Issue number
- ◆ Issue Name
- ◆ Summary description of issue
- ◆ Date Opened and Date Due
- ◆ Priority
- ◆ CLEC Sponsor & Contact Information
- ◆ SWBT Sponsor
- ◆ SWBT Account Manager
- ◆ SWBT Service Manager
- ◆ Most Current Status.
- ◆ Most Current Action Items

Once an issue has been resolved and formally closed by the Executive Steering Committee, the information from the open issues log will be transferred to a separate closed issues log for future reference if necessary.

The open issues log will be included as an agenda item for review in each regularly schedule CLEC User Forum meeting.

2. Issue Tracking and Status Reporting

The ultimate responsibility of tracking and providing status of the issues will fall upon the Executive Steering Committee. The representative on the Executive Committee from the company who presents a proposed issue to the Steering committee will become the sponsor for that issue (Sponsoring CLEC Representative). The corresponding CLEC representative at the Forum, whether that is the standard CLEC User Forum representative or the subject matter expert for that particular issue, becomes the co-sponsor along with the appropriate SWBT representative. The co-sponsors shall be the designated representatives and have the following responsibilities: 1) coordination of additional meetings, 2) provide status for tracking and resolution, 3) leading sub committees designated by the CLEC User Forum, 4) provide status and reports back to the Steering/Executive Committee.

Frequency of status reports from sub-team (if applicable): Prior to Executive Steering Committee's second monthly meeting, the company's issue representative(s) must provide status to the Sponsoring CLEC representative who will be participating on the bimonthly conference call. To the extent the issue is not being worked appropriately, or should anyone on the Committee have questions, the issue will be discussed. Otherwise, the status is documented in the issue log and discussed accordingly at the next CLEC Forum.

E. COMMUNICATION WITH CLEC FORUM PARTICIPANTS AND CLEC COMMUNITY

Communication with all participants as well as the CLEC Community is very important. Two tools will be used to facilitate communication of the CLEC Forum Activities. First, the monthly CLEC Forum meeting agenda and the current Open Issues log will be published via Accessible Letter prior to the meeting. In addition, the CLEC User Forum hopes to utilize a Web Site location, facilitated by SWBT, where all available information about CLEC User Forum activities will be posted. The web site should also facilitate the maintenance of current information in the Open Issues Log.

If the resolution of the issue will effect a change in SWBT processes, systems, etc., it will be SWBT's responsibility to communicate those changes to the CLEC community via Accessible Letter and work the process or system changes through the established change management processes.

ATTENDEES CLEC USER FORUM
Steering/Executive Committee Meeting
Monday, January 10, 2000
9:00 a.m. (CST)

Attendee Name	Company	Telephone	e-mail Address
Buerrosse, Bob	Allegiance Telecom		bob.buerrosse@algx.com
Chambers, Julie	AT&T		jschambers@att.com
Chanay, Pam	Sprint	913-433-8463	pam.chanay@mail.sprint.com
Conway, Candy	SBC Communications	817-212-1500	cl8371@txmail.sbc.com
Dietrich, Carolyn	SBC Communications	214-268-4915	cd4961@txmail.sbc.com
Hall, Lori	AT&T	972-778-4196	lorihall@att.com
Hamed, Brian	McLeod USA		
Hardy, Eva	SBC Communications	925-277-3873	exhardy@pacbell.com
Kendall, Roseann	MCI Worldcom	972-656-1355	roseann.kendall@wcom.com
Kettler, Patti	Birch Telecom	913-344-0738	pkettler@birchtel.com
King, Kathy	SBC Communications	925-901-7039	mkking@pacbell.com
Lopez, Ann	Rhythms	925-244-0165	alopez@rhythms.net
Marshall, Mae	SBC Communications	214-464-5676	mm2557@txmail.sbc.com
McMillon, Terri	MCI Worldcom	972-656-6228	terri.mcmillon@wcom.com
Nuttall, Gary	Sage Telecom	214-495-4700	gnuttall@sagetelecom.net
Rowling, Gwen	ICG		gwen_rowling@icgcomm.com
Walker, Bob	Cable Plus		rwalker@ameritech.net

NOTE: Those highlighted in gray were in attendance for this Steering/Executive Committee meeting.

**CLEC User Forum
Action Item Log**
(Revised 2/1/2000)

Current Action Items:

Attachment 6

Number	Action Item	Owner	Status	Comments
3 – 12/07/99	SBC will review and update, as necessary, the instructions/form for requesting user IDs.	SBC	Pending	
4 – 12/07/99	SBC will provide the web site location containing the instructions for requesting user IDs.	SBC	Pending	Escalation contacts have been added to the CLEC Handbook effective 12/21/99.
5 – 12/07/99	SBC will provide the escalation process for issuing User IDs.	SBC	Pending	Escalation contacts have been added to the CLEC Handbook effective 12/21/99
6 – 12/07/99	SBC will include an escalation list for the IS Call Center including pager numbers.	SBC	Pending	Escalation contacts have been added to the CLEC Handbook effective 12/21/99
7 – 12/07/99	SBC will pull a list of the Broadcast Fax recipients and provide the lists to the appropriate Account Managers.	SBC	Pending	This list was forwarded to all account team directors for review with CLECs and will update the CLEC profiles.
8 – 12/07/99	SBC will review the notification process and ensure that the notifications are handled immediately.	SBC	Open	Proposed future agenda item
9 – 12/07/99	SBC will look into the process of notifying CLECs of network outages and cable cuts.	SBC	Open	Proposed future agenda item
10 – 12/21/99	SBC will facilitate trial to establish procedures for providing each CLEC with a block of generic User IDs to be managed by the CLEC internally.	SBC	Pending	Kickoff conference call will be held with SBC and trial participants on 1/10/00.
11 – 12/21/99	SBC will create mechanized report to identify conversion orders scheduled for dispatch incorrectly by 1-14-2000 and will begin training by 2-1-2000.	SBC	Open	
12 – 12/21/99	SBC will distribute Accessible Letter by 1-14-2000 to provide documentation to CLEC on how to determine LSR address input for conversion activity.	SBC	Open	
13 – 12/21/99	SBC will distribute Accessible Letter by 1-14-2000 to provide documentation to CLECs on how to process LOC DES information.	SBC	Open	
14 – 12/21/99	SBC will provide mechanized notification of facility shortages by 1-2-2000.	SBC	Open	
15 – 12/21/99	SBC will rectify reassignment of facilities in some centers by immediate process improvement, documentation and training.	SBC	Open	
16 – 12/21/99	SBC will pursue investigation of due date changes to provide more timely handling, system enhancement for 'D', 'C' and 'N' order to have dependencies for completion	SBC	Open	
17 --	SBC will provide Accessible Letter to CLECs addressing Charter Numbers	SBC	Open	

**CLEC User Forum
Action Item Log**
(Revised 2/1/2000)

Current Action Items:

Attachment 6

Number	Action Item	Owner	Status	Comments
12/21/99	and ordering requirements by 12-29-1999, with system requirements by 12-31-1999 and IT Target release by 1-10-2000.			
18 – 12/21/99	SBC will integrate two teams to investigate the completion/posting of service orders to provide a more timely ordering process and synchronization of the orders.	SBC	Open	
19 – 12/21/99	SBC will continue to evaluate premature cuts to determine the root cause and provide training and awareness.	SBC	Open	
20 – 12/21/99	SBC will investigate the time needed, if necessary, to change the interval for disconnecting collocation pairs from 5 days to 24 - 48 hours.	SBC	Open	
21 – 12/21/99	CLECs will verify internally if the change for disconnecting collocation pairs from 5 days to 24 – 48 hours will better meet their business needs and will provide this information at the next User's Group meeting on 1-18-2000.	All CLECs	Open	
23 – 12/21/99	SBC will continue to monitor and evaluate all process improvements to ensure that all processes are working as designed.	SBC	Open	
24 – 12/21/99	SBC will document all process changes through meeting minutes, Accessible Letters and the CLEC Handbook, as appropriate.	SBC	Open	
1-1/27/00	SBC will make necessary conference bridge arrangements for the follow-up meeting scheduled for 2/3 to discuss the address validation edits and the 4/29 Release. SBC will send out the information via Accessible Letter.	SBC	Open	
2-1/27/00	SBC will add the discussion of the address validation edits scheduled for the 4/29 release to the 2/8 Change Management Process meeting agenda.	SBC	Open	
3-1/27/00	SBC will check into the ability to receive transmission levels for UNE-P on multiplexar facilities and provide a response.	SBC	Open	
4-1/27/00	SBC will add the discussion of the creation of two service orders to the 2/8 Change Management Process meeting agenda.	SBC	Open	
5-1/27/00	SBC will investigate the possibility of having updates/changes to the business process and manual process sections of the Handbook filter through the CLEC User Forum.	SBC	Open	
6-1/27/00	SBC will make necessary conference room and bridge arrangements and send out logistics via Accessible Letter.	SBC	Open	

**CLEC User Forum
Action Item Log**
(Revised 2/1/2000)

Closed Action Items:

Attachment 6

Number	Action Item	Owner	Status	Comments
1 – 12/07	SBC will make necessary logistical arrangements for the proposal team's preliminary meeting (via conference bridge) to discuss guiding principles, charter, deliverables, and to agree on the dates for the three day lock-up, and notify the proposal team.	SBC	Closed	
2 – 12/07	SBC will provide conference bridge information for the status call scheduled for 12/21 to discuss related service order processing, interim solution for issuing User IDs, and list of Broadcast Fax recipients..	SBC	Closed	
22 – 12/21	SBC will make necessary conference room and bridge arrangements for the next meeting scheduled for 1/18 and will send out logistics via Accessible Letter.	SBC	Closed	Accessilbe Letter CLEC00-014 distributed on 1/17/00.